

Local Jurisdictions Submit Request For Reimbursement

Requirements for reimbursement include:

- Canceled Check
- Invoice
- Memo/letter requesting reimbursement
 - Grant number from the award letter
 - Amount of request for reimbursement

Requirements for an advance include:

- Purchase Order
- Invoice
- Memo/letter requesting reimbursement
 - Grant number from the award letter
 - Amount of request for advance
 - Note: Once your jurisdiction receive payment from our office, you must submit a copy of the check(s) to our office showing that the vendor(s) were paid accurately and accordingly.

MS OFFICE OF HOMELAND SECURITY GRANT PROCESS

Request For Reimbursement *(continue)*

- **When you receive the three part SAAS form, only sign the form**
- **Return all three pages**
- **Please confirm your allocation amount for each category**